EVMS Specialist Certification Program (ESCP) Certification Request

Submit to the ESCP Board: ESCPBoard@DCMA.mil

PART A: ESCP MEMBER INFORMATION

Last Name:	First Name:	Middle Initial:
(Series, Grade):	Office:	
Phone:	E-Mail:	

PART B: ESCP CERTIFICATION LEVEL BEING REQUESTED

Entry Level   **Journey Level**   **Expert Level**

PART C: SIGNATURE OF ESCP MEMBER AND REQUESTING OFFICIALS

ESCP Member: (Signature, Printed Name, Phone Number, Date)

Training Coordinator: (Signature, Printed Name, Phone Number, Date)

Supervisor: (Signature, Printed Name, Phone Number, Date)

Mentor (if available): (Signature, Printed Name, Phone Number, Date)

PART D: CERTIFICATION ATTACHMENTS

Scan and attach all required justification including training completion certificates (both classroom and CBT), an updated resume documenting work experience, DAWIA BUS-FM Certification certificate, and any Equivalency Requests as desired. Refer to the ESCP Learning Maps (ESCPI-105) for a list of the required training and work experiences for each certification level.

IMPORTANT: Certification requests missing necessary information will be denied and returned to the ESCP Member's Training Coordinator.

PART E: TO BE COMPLETED BY ESCP BOARD ONLY

All necessary information and attachments received?

   Yes   No

 If "No", decline the Certification Request and document rationale below. If "Yes", proceed to the following

question:

Learning Exam access information sent to the ESCP Member?

Yes   No

Did the ESCP Member pass the Learning Exam with a score of 80% or better?

Yes   No   Score:

If "Yes", how many times did the ESCP Member attempt to pass the exam?

Learning Exam(s) results recorded in the ESCP Database?

Yes   No

ESCP BOARD DECISION (Signature, Printed Name, Phone Number, Date)

Accepted   Declined (provide rationale below)

Rationale for Declining this Certification Request:

How to complete this form:

PART A: Provide the ESCP Member's requested information. For "Office", include the office symbol and description (e.g. DCMAC-V, Earned Value Management Center).

PART B: Place an "X" in the appropriate certification level that is being requested by the ESCP Member.

PART C: The ESCP Member, the ESCP Member's Supervisor, the ESCP Member's Training Coordinator, and the ESCP Member's Mentor (if available) shall sign and provide the requested information.

PART D: For the certification level being requested, scan and attach all required justification including training completion certificates (both classroom and CBT; official DAU transcripts which list the completed DAU coursework are acceptable as well), an updated resume documenting work experience, DAWIA BUS-FM Certification certificate, and any Equivalency Requests as desired. Refer to the ESCP Learning Maps (ESCPI-105) for a list of the required training and work experiences for each certification level.

Note: Certification requests not containing all necessary information will be denied and returned to the ESCP Member's Training Coordinator.

PART E: (for ESCP Board only) First, ensure that all of the required attachments and information have been received. If not, deny the request and record in the ESCP Database and notify the ESCP Member. If all of the required attachments and information were received, email the access information for the appropriate Learning Exam (Entry, Journey, or Expert level) to the ESCP Member as well as the ESCP Member's Supervisor and Training Coordinator. A score of 80% or greater is required to pass the online exam. If the ESCP Member passed the exam, place an "X" in the "Yes" selection. Also, record the number of attempts that were made before the Learning Exam was passed. If the ESCP Member did not pass the exam, place an "X" in the "No" selection. Next, whether the ESCP Member passed the exam or not, ensure that the Learning Exam results are recorded in the ESCP Database. Finally, if the ESCP Member passed the Learning Exam and all of the required attachments and information are in order, the ESCP Board shall place an "X" in the "Accepted" selection to grant the ESCP Member their requested level of ESCP certification (Entry, Journey, or Expert). If the ESCP Member did not pass the Learning Exam OR all of the required attachments and information are not in order, the ESCP Board shall place an "X" in the "Declined" selection and provide the rationale for declining the request in the appropriate block.